



**Advisory Council on Juvenile Services  
Meeting Minutes September 19, 2013  
11209 Metric Blvd., Austin, Texas**

**Members Present:**

Estela P. Medina, Chair; Doug Vance, Vice Chair; Mark Williams, Phil Hayes, Carrie Barden, Judge Larry Thorne, Judge Mario Ramirez, Commissioner Matt Shaheen, Randy Turner, Homer Flores, Tiffany Richards for Audrey Deckinga, James Williams, Teresa Stroud, Linda Brooke, Chief of Staff, TJJD for Mike Griffiths, Executive Director.

**Others Present:**

Mike Meyer, Chief Financial Officer, TJJD; Nancy Arrigona, Director of Research and Evaluation, TJJD

The meeting was called to order at 10:00a.m. by Estela P. Medina, Chair of the Advisory Council.

Ms. Medina, introduced and welcomed Teresa Stroud as a new member to the Advisory Council on Juvenile Services. Pursuant to the enactment of HB 2733, effective September 2013, the composition of the Advisory Council was expanded to include the Sr. Director of State Programs and Facilities.

**Agenda Item II: Review of Minutes**

The minutes of the July 11, 2013 Advisory Council Meeting were approved.

**Agenda Item III: Texas Juvenile Justice Department Updates (TJJD)**

The TJJD Update was presented by Linda Brooke, on behalf of Mike Griffith as he was not able to attend due to a prior commitment.

The leadership of the Texas Juvenile Justice Department provided the Advisory Council with updates regarding the decision regarding facility closures and transition of juveniles in programs. Estela P. Medina, had forwarded copies of an evaluation completed by TJJD staff, entitled Facility Evaluations, Closure Recommendation and Transition Plan, dated August 30,

2013 identifying the factors taken into consideration regarding facility closure and action taken by the TJJD Board in August, 2013.

Linda Brooke indicated that TJJD has started the efforts for strategic planning. It was discussed and agreed to by the Advisory Council, that these strategic efforts include the participation of juvenile probation departments and Regional Association Representatives as part of these efforts and discussions. Advisory Council Members agreed that participation and support of strategic planning for the Texas Juvenile Justice Department is and continues to be a priority for the Advisory Council.

TJJD reported that through September 15, 2013 seven hundred and sixty seven (767) juveniles had been committed to TJJD. The data continues to demonstrate the efforts of local communities and probation departments to divert juveniles from commitments. Data was pending final submission of departments. The target for the upcoming 2014-15 biennium is nine hundred and twenty six (926). It was discussed by the Advisory Council that this data be reviewed so as to identify any trends or impact to counties as a result of this new target.

Ms. Brooke provided an update regarding the Juvenile Case Management System and that plans continue with the implementation for local juvenile probation departments. Ms. Brooke reported that sixty one (61) departments are now using JCMS.

#### **Agenda Item IV: TJJD Budget Discussion/Update**

Mike Meyer informed that the Mental Health distribution of new funds had occurred as part of the state aid financial contracts. A webinar has been scheduled by TJJD staff for September 27, 2013 as an opportunity to address any additional questions and data requirements.

Mike added that county departments have received their 2014-15 biennium contracts. He provided an update as to the amount of funding available in Goals A and B.

Mr. Meyer provided that additional funds, potentially \$400-600,000 will be made available for the use of prevention grants. He provided the process that will be used by TJJD to determine the awarding of the grant funds.

Mr. Meyer also presented information regarding a proposed grant withholding process to be used when a county is in non-compliance with state requirements, such as lack of timely submission of data and or other areas. If the process is approved, it would be implemented in January 2014. Advisory Council Members provided discussion and feedback and encouraged that the same opportunity for feedback be provided to the Regional Associations for their input. It was agreed to and the information will be provided to the Regional Associations once the TJJD Board has had the opportunity to review the proposed process. Mike Meyer would develop a transmittal memo for review by the Advisory Council Members by November 1 and that the information would then be forwarded to the Regional Associations requesting input due by November 15<sup>th</sup>. Advisory Council Members were to contact each of their respective regions with the information.

Additionally, Mr. Meyer provided forms and documents to be used when departments are submitting applications for grant funding. The information he provided included proposed timelines for the application and timelines for the awarding of funds by TJJD. It was discussed that the intent is to provide for a timely and efficient process.

#### **Agenda Item V: TJJD Board Meeting Updates August 30<sup>th</sup>, 2013**

Estela P. Medina informed that at the request of Mr. Griffiths and the TJJD Board Chair, Mr. Scott W. Fisher, no Advisory Council Update was provided to the Board at the August 2013 meeting due to not having a meeting since the last TJJD Board meeting and other agenda item considerations.

Mike Meyer and Linda Brooke provided an update regarding action taken by the TJJD Board regarding revisions to TAC Chapters 341 and 344. Most of the revisions were to clarify the agency name change; or to clarify rules that were no longer in place.

The TJJD Board also extended the time for the emergency rules for the non-secure facilities, Chapter 355 until the next meeting in October, 2013.

Ms. Medina presented information regarding the Committee appointed by the TJJD Board that will be reviewing the fingerprinting requirements of Juveniles. Mark Williams, CJPO Tom Green County has been appointed Chair of the committee. Homer Flores, CJPO Nueces County is also on the Committee. Both are Advisory Council Members.

#### **Agenda Item VI. Sub Committee Report(s)**

##### Standards Sub-Committee

Doug Vance, Chair of the Sub Committee presented this report and he informed that the standards sub-committee is preparing for the next assignment to start in January, 2014. The sub-committee will be focusing on the following areas as per request of the Texas Juvenile Justice Department leadership and the Advisory Council:

- 1) Review of the standards regarding disciplinary seclusion
- 2) Review of the PREA requirements and including these, as applicable, to TAC Chapter 343
- 3) Incorporating the current Chapter 343 addendum into the Chapter 343 standards
- 4) A complete review of Chapter 343 and making any recommendations to revising or editing where necessary
- 5) Reviewing current facility auditing tools and scoring; and make any revisions as determined to be necessary

Doug is working to schedule follow up meetings and as in prior efforts, on behalf of the Advisory Council will be inviting representation for the Regional Associations and statewide organizations to serve on the committee.

Doug also provided an update regarding the recommendations to Chapter 343:816 and the use of chemical restraints. Doug and TJJD staff will be presenting this matter to the Board of TJJD at the October 2013 meeting with a recommendation that the proposed revisions be approved for public comment in the Texas Register. There were no questions by the Advisory Council members present. Doug informed that the use of the chemical restraints was discretionary and could be determined by individual counties and jurisdictions. TJJD staff indicated that follow up conference calls and discussions were scheduled with the Regional Associations regarding revisions to Chapter 343:816. Discussion with Advocacy Groups was also to be scheduled.

#### Sub Committee on Parole Services

James Williams, Chair of the committee indicated that TJJD continues its work regarding implementation of processes in Parole Services. He will follow up with those counties who will be providing parole services. At the current time, 26 counties have been identified to be providing parole services. The cost for parole services and notice will be provided to counties. Case management and services continued to be reviewed regarding parole services. It was discussed that current parole population is approximately 500 juveniles.

#### **Agenda Item VII: Performance Measures and Program Evaluations**

The Advisory Council requested an update from TJJD staff regarding current and future efforts regarding data evaluation. Nancy Arrigona, Director of Research and Planning, TJJD.

Several documents were discussed, to include a report entitled, Community Based Program Evaluation Series, Part One completed by TJJD staff in June 2013. It was agreed by Advisory Council Members and TJJD staff that data collection, performance measures and review, and program evaluation are critical and will be a necessary component of the work being done by local juvenile probation departments and state operated programs. The potential to identify effective programs that can be replicated was also discussed. Ms. Arrigona provided extensive information, upcoming timelines and requirements for program evaluation and data collection. The Advisory Council will continue its involvement and work with this priority.

A data coordinators conference is scheduled for October 22-23, 2013, in Austin and will be sponsored by TJJD staff.

**Agenda Item VIII: Cost of Probation Study/Appropriations for 2015/16 Biennium**

Ms. Medina proposed the opportunity to work on a report/study that will consider the cost to operate various probation programs and services statewide, that takes into account both local funding and state funds. The goal is to have a report in place in time for the next legislative session and 2015/2016 Biennium Appropriations Process. The Advisory Council appointed a sub-committee to work on this effort, and includes Mark Williams, Tom Green County; Randy Turner, Tarrant County, Carrie Barden, Lamb County and Estela P. Medina, Travis County. The Advisory Council sub-committee will work in conjunction with TJJD on this initiative.

**Agenda Item IX: Old Business**

None presented for discussion.

**Agenda Item X: New Business**

None presented for discussion

**Agenda Item XI: Public Comment**

No public comment presented.

**Agenda Item XII: Advisory Council Member Updates**

Randy Turner informed that Lynn Willis, Deputy Director with Tarrant County has announced her retirement.

**Next Advisory Council Meeting**

The next meeting of the Advisory Council is scheduled for Friday, November 22, 2013 in Austin, Texas at the offices of the Texas Juvenile Justice Department.

The meeting adjourned at 1:50p.m.